Job title: Administrative Support Assistant OA

Objective 1 Program Oversight

Ensure management support and administrative functions are executed timely and effectively in support of garrison mission accomplishment. Provide feedback and recommendations through the chain of command on refining and improving processes and technology.

Measurements:
* Management control checklist in place; deficiencies corrected
* Compliance with DA/IMCOM guidance
* Program compliant with statutory/regulatory requirements
* Reports completed timely/accurately
* Evidence of justification for recommended process improvements

Contributing Factor: Technical Proficiency
Relevant Mission Alignment: Goal 1, 2, 3, 4
Weight: 50%

Objective 2 Workload Management

Follow established work processes and guidance. Prioritize projects & request clarification if necessary. Understand and utilize automated tools and resources. Process required work accurately and within established time lines.
Measurement:
* Compliance with DA/IMCOM guidance
* Evidence of quality customer service
* Evidence of automated tool and resource utilization
* Evidence of effective collaboration with appropriate parties
* Team & customer feedback
* Clear & concise reconciliation controls
* Accurate & timely reports
* Evidence of understanding & use of program tools

Contributing Factor: Critical Thinking
Relevant Mission Alignment 1, 2, 3, 4
Weight: 25%

Objective 3 Administrative Support
Assist organization in accomplishing administrative liaison duties in the area(s) of civilian personnel; manpower and strength; and Security Officer.

Measurement:
* Training information/course announcements disseminated timely
* Initiation of personnel actions within 5 days of request
* Manpower and strength reports prepared/submitted accurately/timely
* Clear Audit trails maintained
* Evidence of security clearance monitoring/reporting system established
Contributing Factor: Cooperation/Teamwork
Relevant Mission Alignment: 1, 2, 3, 4
Weight: 25%